

**APPLICATION FOR ADDITIONAL AUTHORITY FOR A MORTGAGE LENDER OR MORTGAGE
BROKER PURSUANT TO CHAPTER 16 OF TITLE 6.1 OF THE CODE OF VIRGINIA**

INFORMATION AND INSTRUCTIONS

This form is for currently licensed mortgage brokers to apply for a mortgage lender license or for currently licensed mortgage lenders to apply for a mortgage broker license. Additional information, attachments, and/or documents must be filed on **8 1/2" x 11"** paper.

The following documents must be submitted with the application:

1. A \$500 check for the application fee, payable to the Treasurer of Virginia. The application fee is not refundable.
2. Senior officers, directors, members, trustees, or partners of the applicant **who have never filed** a personal financial report with this Bureau in connection with the licensee must submit a properly executed, current (less than 90 days old) Personal Financial Report and Disclosure Statement on form CCB-1123 (Rev. 12/04). An **outside director** (a person who is not a paid employee of the applicant or its parent and who does not own 10% or more of the stock of the applicant or its parent) may elect to use the limited financial report form CCB-1143 (Rev. 12/04). *The report must be executed with original signature(s).* Personal Financial Report and Disclosure Statement forms are confidential.
3. An Employment and Business Affiliation Disclosure Form, CCB-1150, for each person required to file form CCB-1123 (Rev. 12/04) or form CCB-1143 (Rev. 12/04).
4. A current (less than 90 days old) financial statement for the **applicant and for its parent, if applicable**, and a copy of the most recent audited statement for each, if available.
5. Applicants for **lender authority** must submit:
 - (a) An original bond rider (with the power of attorney form attached) increasing the licensee's surety bond to \$50,000.
 - (b) Certification from a depository institution that the applicant has at least \$200,000 on deposit or an established line of credit of at least \$200,000 for operation of the business, or some combination of both. If cash, submit a bank letter verifying the account balance, the type of account in which the funds are held, and that the funds are not encumbered or hypothecated in any way. If a line of credit, submit a copy of the line of credit agreement and promissory note. Neither letters of credit nor lines of credit from sources other than a bank or other depository institution will satisfy this requirement.

The Bureau will review the application and accompanying materials for completeness upon receipt. Investigation of the application may be delayed if the application is incomplete. Thus, full and complete answers should be given at the outset of the application process.

As a general rule, documents filed with the Bureau of Financial Institutions become part of the public record. Except as permitted or required by law, the following shall be kept confidential: Personal Financial Report and Disclosure Statements, other documents which disclose personal account information, financial statements for sole proprietors, and information which could endanger the safety and soundness of a depository institution. Upon request, the Bureau will consider for confidential treatment any other documents or portions of the application that the applicant considers of a proprietary and personal nature. The request for confidential treatment must discuss the justification for the requested treatment, specifically demonstrating the harm (for example, loss of competitive position or invasion of privacy) that may result from public release of the information. Information for which confidential treatment is requested should be: (1) specifically identified in the public portion of the application (by

reference to the confidential section); and (2) specifically separated and labeled "Confidential". The Bureau will advise the applicant if the request for confidentiality cannot be honored.

To view the entire Confidentiality Policy Statement of the Bureau of Financial Institutions or to download this application form or a related form, visit the Bureau's website at [**www.scc.virginia.gov/division/banking**](http://www.scc.virginia.gov/division/banking).

Inquiries concerning the licensing, preparation and/or filing of this application should be directed to the Bureau of Financial Institutions, 1300 East Main Street, Suite 800, Post Office Box 640, Richmond, Virginia 23218-0640. Telephone: (804) 371-9690; FAX: (804) 371-9416.

**APPLICATION FOR ADDITIONAL AUTHORITY FOR A
MORTGAGE LENDER OR MORTGAGE BROKER**

**Bureau of Financial Institutions
State Corporation Commission
1300 East Main Street, Suite 800
Post Office Box 640
Richmond, Virginia 23218-0640**

The undersigned hereby applies to the State Corporation Commission for a mortgage lender or mortgage broker license pursuant to Chapter 16 of Title 6.1 of the Code of Virginia. In support of this application, the following representations are made:

1. This application is for a license to conduct (check one):

Mortgage Lending _____ Mortgage Brokering _____

2. Applicant Name: _____

Applicant trading name [d/b/a], if any: _____

3. Applicant Principal Mailing Address (where official correspondence will be mailed):

4. Individual responsible for filing the application: _____

(Name and Title)

(Mailing Address)

(Daytime Phone Number and E-mail Address)

5. List the location(s) of office(s) to be licensed (Street, City or Town, and Zip Code, or other identification). Start with the principal office if you wish it to be licensed:

(Attach additional sheets as necessary)

6. Has the applicant or any of its affiliates, principals, directors, officers, members, trustees or partners ever been refused a license to engage in any business or had any such license suspended or revoked by any state or federal agency?

Yes _____ No _____ If yes, attach complete details of the refusal, suspension or revocation

7. Has any state or federal agency ever initiated a regulatory action or entered an order against the applicant or any of its affiliates, principals, directors, officers, members, trustees or partners.

Yes _____ No _____ If yes, provide complete details.

8. If the applicant or any of its affiliates conducts a mortgage lending and/or mortgage brokering business in other states, provide the following information. Also indicate any states in which applications are pending.

Name of State	Trade Name	Date License Was First <u>Granted, If Licensed</u>		# of Years <u>In Operation</u>	
		Mortgage Lender	Mortgage Broker	Mortgage Lender	Mortgage Broker

(Attach additional sheets as necessary)

9. (i) List the name, address, title and ownership of **each director, senior officer and partner**.
(ii) List the same information for **any person or entity owning, directly or indirectly, 10% or more of the applicant**.

Name	Address	Title in Organization	# Shares Owned	% of Ownership

(Attach additional sheets as necessary)

CERTIFICATION

The undersigned, being duly sworn, states that he/she has executed the foregoing application under Title 6.1, Chapter 16 of the Code of Virginia; that he/she has been duly authorized to execute and file such application; and that to his/her knowledge, information and belief, such application contains no misstatement of fact nor omits a material fact called for.

Name (Type or Print)

Signature

Mailing Address

Title

Telephone Number

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public